

## **Historic, Archive Document**

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: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D.C.  
:  
: NUMBER 222 April 10, 1950

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PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

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NOTICES

ADMINISTRATIVE  
NOTICE NO. 163  
4-4-50

TRANSFER OF CHARLES M. COX TO OFFICE OF ASSISTANT ADMINISTRATOR FOR MANAGEMENT: This Notice announced the transfer of Mr. Charles M. Cox, former Executive Officer of the Office of the Assistant Administrator for Production, to the position of Executive Assistant to the Assistant Administrator for Management. The administrative duties and responsibilities of Mr. Cox's former position and the personnel working under his immediate supervision, with the exception of those working on performance and aerial photography, are also included in the transfer. DISTRIBUTION: A, B. (Distributed Separately)

ADMINISTRATIVE  
NOTICE NO. 164  
4-5-50

PROGRAM COORDINATION: This notice lists and assigns responsibilities of the Program Coordinators in the Office of the Assistant Administrator for Commodity Operations and the Office of the Assistant Administrator for Production. These assignments are in accordance with the realignment of functions contained in PMA Instruction 111.1 revised, April 4, 1950. DISTRIBUTION: A, B. (Distributed Separately)

NEW AND REVISED INSTRUCTIONS

111.1  
4-4-50  
REVISED

ORGANIZATION OF PMA: This instruction has been revised with respect to the Assistant Administrators. It clarifies the duties and responsibilities of the Assistant Administrators, each of whom acts for the Administrator in carrying out his assignments. There has been no change in the assignment of responsibilities to Branches and Staff Offices. Subsequent releases will reflect changes in assigned responsibilities of Branches and Staff Offices effected since 111.1 dated 7/1/47 was issued. Remove PMA 111.1 dated 7/1/47 from the manual and insert the revised instruction. DISTRIBUTION: A, B (Distributed Separately)

352.1  
2-13-50  
CHANGE ON  
Page 2

LEGAL ASSISTANCE AVAILABLE TO EMPLOYEES: On page 2 correct the typographical error in the spelling of "Albuquerque", New Mexico. DISTRIBUTION: A, B.

NEW AND REVISED INSTRUCTIONS (CONT'D)

413.4  
3-30-50  
REVISED

ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES,  
EQUIPMENT AND MISCELLANEOUS SERVICES - WASHINGTON:  
Paragraph IV C 2, page 3, has been revised to require  
an original and 4 copies of Form AD-14 to be submitted  
to the Procurement and Property Management Division  
when more than one form is ordered, and an original  
and 3 copies when only one form is ordered. The  
last half of paragraph IV D 4, page 5, has been revised  
to incorporate instructions concerning the correct  
listing of forms on the AD-14 when forms in either  
the "CCC" or "Commodity Credit Corporation" series  
are ordered. There are no other changes in the text  
of the Instruction. Remove the instruction dated  
1-16-50 from the Manual and insert the attached revision.  
DISTRIBUTION: A-Washington, B-Washington. (Distributed  
separately).

